



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 9, 2006

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

Subject: **RECRUITMENT FOR DIRECTOR OF (REGIONAL) PLANNING**

As we previously reported to you on April 11, 2006, the filing period for the position of Director of (Regional) Planning closed on April 10, 2006. A total of 33 resumes were received and seventeen (17) candidates meet the Minimum Requirements (MRs). Two (2) of the candidates who meet the MRs are from the County of Los Angeles, Department of Regional Planning.

On May 1, 2006, a Qualifying Screening Panel, consisting of the Chief Administrative Officer, the Director of Personnel, and the Acting Director of Planning met to identify the more highly qualified candidates to be interviewed by an Assessment Panel. During that meeting, it was determined that twelve (12) of the candidates should be interviewed by the Assessment Panel.

We have scheduled two (2) subject matter experts and are awaiting confirmation of a retired County executive, to conduct the Assessment Interviews on June 15 and 16, 2006. Due to the large number of viable candidates, two (2) days of interviews will be required to assess all twelve (12) candidates. While we had hoped to convene this panel earlier, the subject matter experts from other jurisdictions were unable to commit two days to sit on our Assessment Panel during May and early June due to budget deliberations in their respective jurisdictions. Upon completion of the oral assessment interviews on June 15 and 16, we will provide each Supervisor with a list of names and the resumes of the most highly qualified candidates and simultaneously commence background investigations and reference checks. We will also work with the Executive Officer to schedule a Closed Session for your Board to interview the most highly qualified candidates. We are targeting interviews by your Board for mid-July 2006.

If you have any questions, please call me.

MJH:ADC
PAS:cr

c: Chief Administrative Officer

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